

**TO:** (Applicant Name) \_\_\_\_\_

**FROM:** Human Resources Officer

**SUBJECT:** Pre-Employment Declarations from Employee

**DATE:** \_\_\_\_\_

**I. NEPOTISM POLICY:**

The U.S. Embassy in Tunis welcomes employment referrals from Foreign Service National employees of qualified candidates for job openings at the embassy. Although there is no special preference granted to friends or family of embassy employees, we will give every consideration to all qualified employees applying for embassy jobs.

In our experience, referrals from embassy employees often include their family members and relatives. Hiring a relative into a section or unit where the employee is currently working can lead to nepotism, potential conflict of interest, favoritism, or other unfair employment practices. For this reason, and in the interest of all employees, current and future, we are now requiring the following statement from new employees and from an employees applying for competitive promotion into another section.

I am related (by blood or by marriage) to the following U.S. Embassy employees:

Name of Relative	Nature of Relationship	Section / office of	Approximate Date / Year of
	(brother, aunt, father's	embassy in which	Relative's Hire (if known)
	Cousin, etc.)	Relative is Employed	

**2. U.S. CITIZENSHIP OR LPR STATUS:**

Are you an American citizen? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you or have you ever been a Legal Permanent Resident (Green Card Holder) of the U. S.? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, when? \_\_\_\_\_

**ANY OMISSIONS, FALSE STATEMENTS, OR INACCURACIES MAY BE GROUNDS FOR DISCIPLINE OR DISMISSAL.**

I certify that the above information is true and accurate,

Name \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_